



Assistant Director, Purchasing

Department: Purchasing

Class Code: 1224

EEO Code: 21

FLSA: E

Effective: 02/01/1991

GENERAL STATEMENT OF DUTIES:

Under administrative direction; performs work of considerable difficulty in directing and coordinating the purchase of materials, supplies, and capital equipment construction; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

(Illustrative only)

Plans, organizes, and maintains effective centralized procurement services for the County and Schools;
Manages and evaluates employee performance in meeting departmental objectives;
Assigns, reviews and approves purchase orders, bids and awards for goods, services, construction, and professional services;
Plans, organizes and manages automation section of the procurement function;
Enforces and provides education and guidance to County and School Board Departments on procurement policies and procedures of the County and State Codes;
Directs and provides guidance in the purchase of high technology equipment for automation in requesting departments;
Assists in planning, directing and controlling the surplus property program for the County and Schools;
Reviews purchases for federal and state tax exemption status;
Processes new and more complex purchase requests;
Supervises and coordinates the research development for goods and services;
Administers competitive centralized selection procedures for professional services;
Provides education and guidance to County and School Board Departments on procurement policies and procedures of the County and State codes;
Develops and fosters ethical working relationships with vendors;

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Comprehensive knowledge of the activities of the purchasing function of Chesterfield County and related laws, regulations and policies; considerable knowledge of principles and practices of the public purchasing function. Considerable skill in purchasing and related functions; considerable skill in planning and supervising the work of others; considerable skill in analyzing market and economic trends; considerable skill in developing standardized and performance specifications.

MINIMUM EDUCATION AND EXPERIENCE:

Core curriculum for a bachelor's degree in business administration, public administration, or marketing and four (4) years of experience in purchasing, including three (3) years of managerial experience; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

Certified Public Purchasing Officer (CPPO) desirable, but not required.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
